

Chapter 1
DEFINITIONS

101. MISHAP. Any unplanned or unexpected event causing personnel injury, occupational illness, death, material loss or damage, or an explosion of any kind whether damage occurs or not.

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102. MISHAP INVESTIGATION. The investigation, conducted in accordance with this instruction, into the facts surrounding the causes of a mishap.

103. MISHAP NOTIFICATION. The timely notification, as in a message, that a mishap has occurred but has not yet been investigated.

104. MISHAP INVESTIGATION REPORT. The report of a mishap investigation prepared in accordance with this instruction.

105. REPORTABLE MISHAP. Any mishap as defined in Chapters 3 through 6 and Chapter 8 of this instruction. The criteria should not be considered all-inclusive; if there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted.

NOTE: Mishap reporting required by this instruction may also require reporting by other instructions, such as OPNAVINST 3100.6E (NOTAL), OPNAVINST 3750.6Q (NOTAL), and OPNAVINST 4790.2E (NOTAL).

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a. Exceptions. Certain categories of mishaps require the submission of special reports. Therefore, the following types of mishaps are specifically excluded from the reporting requirements of this instruction. They will be reported per the instructions cited.

(1) Damage, injuries, or death as a direct result of hostile action (NWP-10-1-10 (NOTAL), OPNAVINST 3100.6E (NOTAL)).

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(2) Nuclear weapons mishaps or incidents (OPNAVINST 3100.6E (NOTAL) and JCS Publication 6 (NOTAL)).

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(3) Mishaps associated with naval nuclear propulsion plants (OPNAVINST 3040.5B (NOTAL) and 3100.6E (NOTAL), NAVSEA Manuals 389-0152 and 389-0153 (NOTAL)). However, mishaps associated with the secondary side of the propulsion plant or non-nuclear components are reportable.

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- R) (4) Radiation incidents (OPNAVINST 5100.23B (NOTAL)).

b. Special Cases

- R) (1) Aircraft Mishaps. All injuries and damage occurring as the result of a naval aircraft mishap shall be reported per OPNAVINST 3750.6Q.

- R) (2) Fires at Naval Shore Activities. Report fires at naval shore activities per OPNAVINST 11320.25B (NOTAL). Report all injuries/fatalities associated with those fires per Chapter 3 of this instruction. When explosives are involved, the reports required by Chapter 5 of this instruction shall also be submitted.

- R) (3) Near Mishaps and Hazardous Conditions. A condition might exist which, if allowed to go unchecked or uncorrected, has the potential to cause a mishap; or an act or event might result in a near mishap in which injury or damage was avoided merely by chance. Those situations should be reported by informal correspondence or by SAFETYGRAM (OPNAV 5102/4) as depicted in Appendix E. Either of those methods may be used to describe any situation that has mishap potential or as a vehicle to make recommendations to improve safety or occupational health. To provide anonymity, SAFETYGRAMs may be submitted directly to Commander, Naval Safety Center without normal chain of command routing. The name of the activity is required, but the name of the person originating the correspondence is not.

- A) (4) Training Command Mishaps. Training commands have the responsibility to report all student injuries that result in termination of training.

106. PERSONNEL

a. Military Personnel. All Navy military personnel on active duty (USN/USNR); Naval Reserve personnel (USNR-R) on active duty or in a drill status; Naval Academy midshipmen; Naval Reserve Officer Training Corps (NROTC) midshipmen when engaged in directed training activities; and other Department of Defense (DOD) and foreign national military personnel assigned to the Navy or embarked in Navy or Military Sealift Command vessels.

b. Navy Civilian Personnel

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c. Non-DOD Personnel. Off-duty DOD civilian personnel, persons employed by other federal agencies, and other civilians and foreign nationals not employed by DOD.

d. On-Duty Personnel. For the purpose of mishap reporting, Navy military and civilian personnel are on duty when they are:

(1) Physically present at any location where they are to perform their officially assigned work. (Includes those activities incident to normal work activities that occur on installations, such as, lunch, coffee, or rest breaks, and all activities aboard vessels.)

(2) Being transported by DOD or command conveyance to perform officially assigned work. (This includes reimbursable travel in private motor vehicles for performing temporary duty, but not routine travel to and from work.)

(3) Participating in compulsory physical training activities (including compulsory sports.)

e. Off-Duty Personnel. For the purpose of mishap reporting determination, Navy personnel are off-duty when they:

(1) Are not in an on-duty status, whether on or off installations ashore;

(2) Have departed official duty station, temporary duty station, or ship at termination of normal work schedule;

(3) Are on leave/liberty;

(4) Are traveling prior to and after official duties, such as driving to and from work;

(5) Are participating in voluntary base/installation team sports;

(6) Are on permissive (no cost to government other than pay) temporary duty;

(7) Are on lunch or other rest break engaged in activities unrelated to eating or resting.

107. INJURY. Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or one-day exposure to an external force, toxic substance, or physical agent.

108. OCCUPATIONAL INJURY. A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected and is caused by a specific event or incident, or series of events or incidents within a single day or work shift. The injury must arise out of or in the course of employment or performance of duty. All injuries occurring aboard ship are occupational injuries.

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109. OCCUPATIONAL ILLNESS. A physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of work environment over a long period of time. For practical purposes, an occupational illness/disease is any reported condition not meeting the definition of occupational injury.

110. INJURY CATEGORIES: The following injury category definitions are based on reference (d) and enclosure (6) of reference (c).

a. Fatal Injury or Occupational Illness. One that results in death from a mishap or the complication arising therefrom, regardless of the length of time between the mishap and a subsequent death.

b. Permanent Total Disability. Any non-fatal injury or occupational illness that in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation. NOTE: The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single mishap will be considered as a permanent total disability.

c. Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

- (1) Loss of teeth.
- (2) Loss of fingernails or toenails.
- (3) Loss of tip of fingers or tip of toe.
- (4) Inguinal hernia, if it is repaired.
- (5) Disfigurement.
- (6) Sprains or strains which do not cause permanent limitation of motion.

d. Lost Time Case. A nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her duties. NOTE: All lost time cases are recordable and shall be entered into a log of injuries/illnesses per paragraph 701a for civilian employees or 702 for military personnel. In addition, those lost workday cases meeting the reportable criteria in Chapters 3 through 6 and 8 shall be reported to the Naval Safety Center. Paragraph 301a(2) is germane.

e. No-Lost Time Case. A non-fatal traumatic injury or occupational illness/disease that does not meet the definition of Lost Time Case.

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NOTE: The loss, or the loss of use, of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single mishap will be considered as a permanent total disability. (R)

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R) f. First Aid Case. A first aid case is a specific type of no-lost time case which meets one of the following criteria:

(1) A non-fatal traumatic injury or occupational illness/disease that requires one or more visits to a medical facility for examination or treatment during on-duty hours and no medical expense is incurred as long as no leave or continuation of pay (COP) is charged to the employee.

(2) A non-fatal traumatic injury or occupational illness/disease that requires two or more visits to a medical facility for examination or treatment during non-duty hours as long as no leave or COP is charged and no medical expense is incurred.

111. MATERIAL (PROPERTY) DAMAGE. Damage of facilities, equipment, or material (property) to which a dollar expenditure would accrue to repair or replace. Malfunction or failure of component parts that are normally subject to wear and tear and have a fixed useful life less than the complete system or unit of equipment (OPNAVINST 4790.4B (NOTAL)) are not reported. However, when malfunction or failure of a component results in reportable damage to another component or the entire system, procedures for reporting such damage are contained in Chapter 4.

A) 112. MISHAP SEVERITY CLASSIFICATION. DOD mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. Property damage severity is generally expressed in terms of cost and is calculated as the sum of the costs associated with DOD property and non-DOD property that is damaged in a DOD mishap. Additionally, if injury or occupational illness results, an event is reportable even if the associated costs are less than the minimum dollar criteria. Classify DOD mishaps, as follows:

A) a. Class A Mishap. The resulting total cost of reportable damage is \$1,000,000 or more or an injury and/or occupational illness results in a fatality or permanent total disability.

A) b. Class B Mishap. The resulting total cost of reportable property damage is \$200,000 or more, but less

than \$1,000,000; an injury and/or occupational illness results in permanent partial disability; or when five or more personnel are inpatient hospitalized.

c. Class C Mishap. The resulting total cost of property damage is \$10,000 or more, but less than \$200,000; a nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a nonfatal illness or disability that causes loss of time from work or disability at any time.

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d. Class D Mishap. The resulting total cost of property damage is less than \$10,000, or a nonfatal injury that does not meet the criteria of a Class C mishap.

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